



# LUXURY LIMOUSINE SERVICE

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50 Wharf Street  
Pittston, Pa 18640  
Phone (570) 823-5233 Fax (570) 822-2722  
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Dear Client,

Luxury Limousine Service prides itself on accountability, professionalism, and timely performance. All clients are provided with a clean and safe vehicle. Chauffeurs are fully trained, knowledgeable, and there to attend to the client's needs with top notch quality service.

In addition to signing a Luxury Limousine Service contract, the following **MUST be read by both parent/guardian and student**. The parent/guardian responsible for the prom/semi-formal transfer as stated on the enclosed invoice must sign and date below and send it back with your service contract.

## PROM/ SEMI FORMAL TRANSFER SERVICE POLICY

1. The partition/divider between the chauffeur and the rear of the vehicle must remain down at all times.
2. The sunroof/moonroof has been permanently disabled and cannot be opened.
3. Alcohol/illegal contraband/smoking/promiscuity is not permitted in any vehicle. Shall the passengers violate this policy or be under suspicion of the above mentioned, the transfer will end and the client will be notified to make other transportation service arrangements. No refunds will be issued.
4. The number of clients upon pick up must be equal to the number and the same clients upon return.
5. **No changes to the itinerary are permitted once confirmed**. The itinerary **MUST** be completed and turned in a week before the service date. The chauffeurs **MUST** follow it exactly as stated on their trip sheets the night of service.
6. No overtime is allowed during service.

\_\_\_\_\_  
*Client Signature as stated on service contract*

\_\_\_\_\_  
*Date*

Thank you for choosing Luxury Limousine Service. We hope to make your night a memory you will cherish forever!

The Staff and Management of Luxury Limousine Service